

LIMITED SERVICES

Many times Indian outreach workers (IOWs) provide limited service that does not require a case to be opened. An example would be a referral to another provider and follow-up contact to ensure the client has accessed their service delivery system.

Documentation

Form DHS-385, Indian Outreach Service Report is used to document this process. Select "Services Provided/Case not Opened" from the drop-down menu.

Document any available information. Refer to IOS 385, Initial/Updated Service Plan for assistance.

Note: These cases do not require Bridges registration.

Monthly Report

On an monthly basis, a tabulation of the total number of cases in which services were provided but a case was not opened must be compiled in the [IOS Monthly Report](#) and forwarded to:

MDHHS
Office of Native American Affairs
235 S. Grand Ave.; Suite 601
Lansing, MI 48909

Note: The report is due by the 15th of each month; see IOS 305.